



Job Announcement

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Opening Date:	May 22, 2008	Closing Date:	Open until filled
Job Title:	Court Information Officer	Position Type:	Regular Full Time
PIN:	000417	FLSA Status:	Exempt - At Will
Location:	Court Information Office Annapolis, Maryland	Grade/Salary Range:	S09 \$82,938 - \$128,710
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The Court Information Officer (CIO) serves as chief public relations strategist for the Judiciary by providing input to the Chief Judge of the Court of Appeals on policy matters, both internal and public. The CIO is responsible for monitoring and anticipating the need for Judiciary action on issues of public policy and will develop/recommend initiatives, and has overall responsibility for managing the Judiciary's public relations function including communications, media relations, and public education areas to ensure that key messages are received by the intended audiences, and that understanding of the court system is improved. As the Court Information Officer, the incumbent serves as advisor and staff to the Committee on Public Access to Court Records. In addition to the professional and administrative staff of the Court Information Office, this position oversees the staff of the Judicial Institute of Maryland and the Media Services Unit.

Education: Bachelor's Degree in Public Relations, Journalism, Communications, or other related field.
Experience: Ten years of responsible professional public affairs experience (e.g., media relations, communications), which includes two years of experience at the managerial level.
Preferred: Significant experience in a court system demonstrating familiarity with court operations and public policy issues affecting the Judiciary.

Skills/Abilities: Ability to discern complex interrelationships and detect nonverbal communication; send/receive subtle messages; speak publicly before large and varied audiences; interact with a wide variety of contacts to persuade or educate. Ability to determine appropriate means to communicate information, think/react quickly; analyze complex situations; work independently. Ability to handle multiple tasks and changing priorities. Strong written and oral communications skills; and strong interpersonal, analytical, and persuasive skills. Ability to establish and maintain working relationships with judicial leaders, the media, and others. Ability to draft and execute extensive media campaigns. Knowledge of the Public Information Act (PIA), Annotated Code, Maryland Rules of Procedure, Code of Judicial Conduct, and copyright laws. Expertise in advising high-level officials on media strategies. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.